



EMPLOYMENT OPPORTUNITIES

Week of March 28, 2010

All new employees will be required to successfully pass a pre-employment physical and drug screen. If interested in applying for any position listed below, submit applications on-line at www.wilmingtonnc.gov

Or in person at the City of Wilmington Human Resources, 305 Chestnut Street- 1st floor, PO Box 1810, Wilmington, NC, 28402 or by fax to 910.341.5841. Hearing impaired, dial 711 TTY/Voice.

TO BE CONSIDERED: A CITY OF WILMINGTON APPLICATION MUST BE COMPLETED AND RETURNED TO HR BY 5:00PM ON THE CLOSING DATE.

Individuals selected for conditional offer of employment on positions that require degrees and/or professional certifications must provide an official copy of their university/college transcript(s) and certification(s) before employment with the City of Wilmington will begin. The City will also verify High School Diploma's and GED's.

Candidates for positions that require a CDL or will require a CDL will need to complete a DOT physical.

COMMUNITY SERVICES

Yoga Fitness Instructor-Halyburton Park

Job# 210040

New: Candidate will be expected to lead participants in basic yoga classes. Candidate should be knowledgeable of the various types of yoga, in good physical condition, and capable of meeting the physical demands of teaching a yoga class. Candidate must be qualified to assure participant's safety and provide excellent customer service by responding to inquiries in an enthusiastic manner. Must be able to work mornings and evenings. Candidate should have an up to date CPR certification or the ability to attain one. High school diploma or GED and valid driver's license is required-must meet NC DMV standards. **CRIMINAL AND DRIVING HISTORY CHECK**

REQUIRED. Candidates must be able to work days, nights and weekends. The facility is open Monday – Saturday; the position will require that you be able to work any of those days with max of 15 hours per-week. Hiring Salary: \$20.00 per class. Currently accepting applications through Monday, April 5, 2010 at 5:00pm.

Pool Coordinator

Job# 210026

Candidate will be responsible for the management of the Legion Stadium, Robert Strange and Northside swimming pool facilities. Duties include the supervision of subordinate staff, scheduling, payroll, overseeing pool maintenance and operation at each facility, staff training, inventory control, bank deposits and coordinating community activities. Pool Coordinator will perform all Lifeguarding duties including responding to swimmers in distress, administering First Aid and CPR as needed and performing other related duties as assigned. Excellent leadership and organizational skills essential. **Supervisory experience preferred. Lifeguarding experience and possession of American Red Cross certificates in Lifeguarding/Standard First Aid and CPR for the Professional Rescuer required. CRIMINAL AND DRIVING HISTORY CHECK REQUIRED. Hourly Rate: \$12.00. Currently accepting applications: Open Until Filled.**

Pool Supervisor-(3 Positions)

Job# 210025

Candidate will be responsible for the operation of assigned swimming pool facility including the supervision of staff. Duties include the supervision of staff, depositing of monies, scheduling, payroll, cleaning and maintenance of the facility, inventory control and the enforcement of pool rules and regulations. Pool Supervisor will also perform all lifeguard duties including responding to swimmers in distress, administering First Aid and CPR as needed and performing other related duties as assigned. **Supervisory experience preferred. Lifeguarding experience and possession of American Red Cross certificates in Lifeguarding, Standard First Aid and CPR for the Professional Rescuer required. CRIMINAL AND DRIVING HISTORY CHECK REQUIRED. Hourly Rate: \$9.50-\$11.00. Currently accepting applications: Open Until Filled.**

Head Lifeguard-(3 Positions)

Job# 210024

Candidate will assist the Pool Supervisor in the operation and supervision of the pool area at their assigned facility. Duties include the supervision of staff in the absence of the Pool Supervisor, cleaning and maintenance of the facility and the enforcement of pool rules and regulations. The Head Lifeguard will also perform all lifeguard duties including responding to swimmers in distress, administering First Aid and CPR as needed and performing other related duties as assigned. **Previous Lifeguarding experience preferred. Possession of American Red Cross certificates in Lifeguarding, Standard First Aid and CPR for the Professional Rescuer required. CRIMINAL HISTORY CHECK REQUIRED. Hourly Rate: \$8.75-\$9.50. Currently accepting applications: Open Until Filled.**

Lifeguard-(9 Positions)

Job# 210023

Candidate will monitor and supervise pool area to ensure a safe environment for patrons. Duties include enforcing pool rules and regulations, responding to swimmers in distress, administering First Aid and CPR as needed and participation in the cleaning and maintenance of the aquatics facility. Candidate will also perform other related duties as assigned. **Possession of American Red Cross certificates in Lifeguard Training and CPR for the Professional Rescuer required. CRIMINAL HISTORY CHECK REQUIRED. Hourly Rate: \$8.00-\$8.75. Currently accepting applications: Open Until Filled.**

HUMAN RESOURCES

Intern-Summer 2010 Internship

Job# 209098

New: Candidate will work as a member of the Human Resources Team. Responsibilities include but are not limited to managing varied projects including research and written analysis, updating of official records retention schedule, benefits handbook, compensation files and job descriptions. Review HR files and records for compliance; both electronic files and hard files and various other special projects at the direction of the Senior Human Resources Analysts. The internship experience will provide a variety of opportunities to work with the Human Resources staff, employees and citizens as well as many of the City Government Departments. Candidate must possess solid written and oral communication skills, proficient with windows-based computing and have the ability to work in a deadline-based team environment. **Candidate must be either a Senior or Graduate Student currently seeking a degree in Human Resources, Business Administration, Public Administration, or a related field at an accredited college/university. Valid driver's license is required must meet NC DMV standards. DRIVING HISTORY CHECK REQUIRED. TEMPORARY. Work Schedule: 19-20 hours per week-flexible to accommodate school. Hourly Rate: \$10.00 per hour. Currently accepting applications through Monday, April 5, 2010 at 5:00pm.**

PUBLIC SERVICES

Stormwater Worker-(2 Positions)

Job# 210041

New: Candidate must have the ability to perform unskilled and semi-skilled manual work as it pertains to the maintenance, repair, and construction of drainage systems. Should be familiar with the operations of small equipment and hand tools. Must be able to operate non-specialized equipment in connection with manual tasks; have some knowledge of safe usage, operation, and preventive maintenance of the equipment assigned. Candidate must have the ability to follow oral and written instructions and be able to work in inclement weather for an extended period of time. High school diploma or GED and valid driver's license is required must meet NC DMV standards. Candidate must obtain a Class "B" CDL within 90 days of hire. Experience working with the following preferred: weedeater, chain saws, pumps, generators, mixers, and sprayers. **DRIVING HISTORY CHECK REQUIRED. Hourly Rate: \$10.91. Comprehensive benefits package including retirement, paid vacation, sick and holidays, health insurance and contribution to a deferred compensation plan. Currently accepting applications through Monday, April 5, 2010 at 5:00pm.**

APPLICANTS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT IF THEY HAVE QUESTIONS REGARDING ANY INFORMATION ON THIS DOCUMENT.

APPLICATION INFORMATION

- ☐ Read the job announcement carefully to make sure you understand what the position is looking for and that you have the requirements.
- ☐ Make sure all the requested information is filled in completely and accurately. Just putting "see resume" is not acceptable.
- ☐ Must provide an official copy of your university/college transcript(s) and certification(s) before a final offer will be made, for individuals applying for positions that require degrees and/or professional certifications
- ☐ Don't leave any gaps in your employment history.
- ☐ List job duties or skills that you have, which are relevant to the position you are applying for.
- ☐ Proofread your application material.
- ☐ Write legibly, if you are handwriting your application.
- ☐ Include your resume and cover letter only as supplemental documents, but not as replacements for the requested information.
- ☐ Sign and date your application.
- ☐ Return your application to Human Resources prior to the posted closing dates/times.

Employment Citizenship Requirement-effective October 1, 2005

United States citizenship or legal alien status (must provide proof of identity and eligibility to work in the United States). The City of Wilmington does not engage in special visa programs such as H-1B and H-2A.

DEGREE VERIFICATION

Individuals selected for conditional offer of employment on positions that require degrees and/or professional certifications, must provide an official copy of their university/college transcript(s) and certification(s) before a final offer will be made. The college or university must be accredited. A list of accredited institutions is available on our website.

DRIVING STANDARD

The following criteria will be applied in determining the driving status for driving history checks. Any one of the following factors constitutes an unacceptable driving record.

- One conviction of driving while intoxicated, impaired or under the influence of drugs or alcohol within three (3) years preceding the closing date of the vacancy posting.
- One conviction of careless and reckless driving if the conviction is a result of a reduction from a charge of driving while intoxicated, impaired or under the influence of drugs or alcohol or prearranged racing on streets and highways within three (3) years preceding the closing date of the vacancy posting.
- One conviction of exceeding by more than 15 miles per hour the posted speed limit if also driving in excess of 55 miles per hour within three (3) years preceding the closing date of the vacancy posting. *Examples: 81 mph in a 65 mph zone; 71 mph in a 55 mph zone; or 56 mph in a 35 mph zone.*
- One conviction of involuntary manslaughter involving an automobile or death by vehicle within three (3) years preceding the closing date of the vacancy posting.
- A revocation or suspension of driving license within twelve (12) months preceding the closing date of the vacancy posting.
- Currently holding a "limited driving privilege" (paper license).
- Possess a restricted driver's license with such restrictions as to preclude meeting the requirements to drive for the City.

Hearing impaired, dial 711 TTY/Voice. EOE